

義守大學餐旅管理學系教師評審委員會設置要點

99年7月25日校長核定公告全文

- 一、本要點依據本校教師評審委員會設置辦法訂定。
- 二、本系教師評審委員會(以下簡稱系教評會)組成方式：
 - (一)由本系專任教師就本系教授票選，產生選任委員六人；若教授人數不足，就本系副教授選任補足之。
 - (二)系教評會委員由副教授補足時，仍應有三分之二以上具有教授資格。若教授人數不足時，由系主任推薦外系或校外相關領域教授加倍人選簽請校長圈聘之。
 - (三)系教評會委員任期一年，連選得連任。
 - (四)系教評會由系主任召集並為會議主席。如系主任未獲選為委員時，會議主席由選任委員中具教授資格者互選之，系主任仍應列席。
- 三、系教評會委員選舉計票結果，應依未獲入選之次多票順序冊列候補委員一至數名，於委員出缺時依序遞補，任期至原任期屆滿為止。
- 四、系教評會每學期開會二次，必要時得召開臨時會議。
- 五、系教評會委員應親自出席會議，不得委託他人代理。除公假外，於任期中休假研究、出國或留職停薪超過半年，或連續二次無故未出席會議者，應取消委員資格，遺缺由候補委員依次序遞補之。
- 六、系教評會審議下列事項：
 - (一)評審有關專(兼)任教師、研究人員、專業技術人員之聘任、聘期、升等、解聘、停聘、不續聘及資遣原因認定等事項。
 - (二)關於客座教授、客座副教授、客座專家等之聘請事項。
 - (三)訂定或修正系教評會教師資格審查相關規章。
 - (四)校長或院級教評會退回覆議案件。
 - (五)其他依法令應予審(評)議之事項。
- 七、系教評會對教授(專、兼任及客座)之提聘及副教授升等教授案應由具教授資格委員審議。

- 八、本系教師之聘任及升等，應依系、院與校教師聘任及教師升等相關辦法辦理。
- 九、系教評會開會時，應有全體委員三分之二以上出席方得開議，出席委員三分之二以上之同意始得決議。投票以無記名方式為之。
系教評會審議時，教評會委員應全程參與。如對該審議案件未能全程參與時，不得參與該案件之決議。
- 十、系教評會委員應迴避下列審議案：
- (一)遇有審查或討論與本人利益有關之事項時。
 - (二)對同級教師之升等案。
 - (三)對配偶或四親等內親屬之聘任、升等案。
 - (四)對代表作共同作者之升等案。
- 迴避之委員人數自應出席人數中扣除。惟迴避委員人數超過全體委員人數二分之一時，該審議案應由系教評會主席另行增聘符合委員資格之臨時委員經校長核定補足後再行審議之。
- 十一、系教評會委員遇有應行迴避之情形而不自行迴避者，或有具體事實，足認其執行任務有偏頗之虞者，審查事項之當事人得向教評會申請要求迴避。申請時應舉其原因及事實，並為適當之釋明；被申請迴避之委員，對於該申請得提出意見書，由教評會決議之。系教評會委員有前項所定情形不自行迴避，而未經審查事項當事人申請迴避者，應由教評會決議命其迴避。
- 十二、系教評會開會時如有必要，得邀請有關人員列席報告或說明。
- 十三、本要點經系務會議、院教評會及校教評會通過，陳請校長核定後公告實施。

Guidelines on Establishment of Teacher Review Committee of Department of Hospitality Management at I-Shou University

Ratified and promulgated by the President on July 25, 2010

- I. The Guidelines on Establishment of Teacher Review Committee of Department of Hospitality Management at I-Shou University (hereinafter referred to as the “Guidelines”) are established by the Department of Hospitality Management (hereinafter referred to as the “Department”) in accordance with the Regulations for Establishment of Teacher Review Committees at I-Shou University.
- II. The Teacher Review Committee of the Department (hereinafter referred to as the “department-level Teacher Review Committee”) is composed of the following members:
 1. Six elected members shall be elected among full-time professors of the Department by full-time faculty members of the Department. If there are not enough faculty members at the level of professor, associate professors shall be elected to fill the vacancy.
 2. At least two-thirds of the elected members shall be at the level of professor while the said vacancy is filled with associate professors. If there are not enough faculty members at the level of professor within the Department, the Chair of the Department shall submit a list of professors or researchers with relevant expertise from within or outside the University (twice as many as the number of elected members needed) to the President for appointment.
 3. Committee members shall serve a one-year term and may be re-elected.
 4. Committee meetings shall be convened and presided over by the Chair of the Department. If the Chair of the Department is not elected as one of the committee members, the chairperson of the Committee shall be elected among elected members at the level of professor and the Chair of the Department shall attend as an observer.
- III. After the election results of elected members to the Committee are revealed, one to several candidates who have not been elected shall be appointed as alternate members based on the order of the number of votes they have received. An alternate member shall fill the vacancy if the position of an elected member falls vacant, and the alternate member shall serve as an elected member until the term of office is fulfilled.
- IV. Committee members shall meet at least twice every semester. Extraordinary sessions may be convened whenever necessary.
- V. Members to the department-level Teacher Review Committee shall attend meetings in person, and they are not allowed to ask others to attend as a deputy. Any member shall be disqualified if he/she takes sabbatical leave, goes abroad or take leave with the position retained and no pay for more than six months, or is absent from two meetings consecutively without reasons during their term unless taking official leave. An alternate member shall fill

the vacancy based on the order of the number of votes he/she has received.

- VI. The department-level Teacher Review Committee shall review the following affairs:
1. Issues relevant to the appointment, term of appointment, promotion, dismissal/suspension/non-renewal of appointments, and recognition of reasons for layoff of full-time/part-time faculty members, research fellows and professional technicians.
 2. Issues relevant to the appointment of visiting professors, visiting associate professors and visiting specialists.
 3. The establishments or amendments of regulations and rules relevant to teacher qualifications accreditation conducted by the department-level Teacher Review Committee.
 4. Reconsideration of cases rejected by the President or the college-level Teacher Review Committee.
 5. Other issues subject to review or examination by the department-level Teacher Review Committee pursuant to relevant regulations and rules.
- VII. The department-level Teacher Review Committee shall assign members at the level of professor to review appointment proposals for full-time, part-time and visiting professors as well as faculty promotion applications submitted by associate professors.
- VIII. The appointment and promotion of faculty members of the Department shall be carried out pursuant to regulations relevant to faculty appointment and promotions stipulated by the Department, the College of Tourism & Hospitality and the University.
- IX. The quorum of a meeting of the department-level Teacher Review Committee requires at least two-thirds of all members. With the consent of at least two-thirds of the members present, a decision may be made. The secret ballot shall be adopted.
- The members to the department-level Teacher Review Committee shall attend all of the meetings when a case is being reviewed. A member is not allowed to vote for a case if he/she fails to attend all the meetings.
- X. The members to the department-level Teacher Review Committee shall excuse themselves from reviewing the following cases:
1. a review or discussion of issues associated with their own interests.
 2. a review of the promotion application for faculty members with the same academic rank as the members.
 3. a faculty appointment or promotion application of their spouses or relatives within the fourth degree of kinship.
 4. a promotion application in which the representative publication has been co-authored by him/her.

The committee members who excuse themselves due to conflict of interest are not included in the total number of the members to the department-level Teacher Review Committee. However, if the number of members excusing themselves from reviewing a case accounts for half or more of the total members, the case shall be suspended until the Chairperson of the department-level Teacher Review Committee appoints qualified temporary members to fill the vacancies upon ratification by the President.

- XI. If any of the members to the department-level Teacher Review Committee fails to excuse him/herself from reviewing a case due to conflict of interest, or there is concrete evidence showing that any of the committee members would be biased when performing his/her duties, the person concerned may apply to the department-level Teacher Review Committee for excusing such a committee member. Upon application, the person concerned shall provide proper reasons and evidence, as well as an explanatory statement. The committee member who is asked to be excused from reviewing the case shall submit opinions regarding the application to the department-level Teacher Review Committee for final resolution.
If any of the committee members does not excuse himself/herself from reviewing the case when any of the aforesaid circumstances happens and is not asked by the person concerned to be excused, the department-level Teacher Review Committee shall make a resolution to ask him/her to excuse.
- XII. The department-level Teacher Review Committee may invite related parties to provide reports or explanatory statements at meetings if necessary.
- XIII. The Guidelines become effective after being adopted by the Departmental Affairs Council, the college-level and the university-level Teacher Review Committee and ratified by the President.

Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.